



OPEN EXAMINATION
ASSISTANT MEDI-CAL ELIGIBILITY ANALYST
CONTINUOUS TESTING

KH26 / 4413 0HAJJ01

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-8339
	Selection and Certification Section	
In Person:	1501 Capitol Avenue, Suite 1501	
By Mail:	MS 1300-1302	
	P.O. BOX 997411	
	Sacramento, CA 95899-7411	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS-FILING INFORMATION: If you meet the entrance requirements for this class and for Associate Medi-Cal Eligibility Analyst, you may file for both examinations on a single application. You must indicate the class title(s) for which you are applying on the application Form STD. 678.

FINAL FILING DATE: There is no final filing date. Testing is considered continuous and conducted monthly. Testing frequency may be subject to change. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGES: **Range A:** \$3050 - \$3708 per month. This range shall apply to incumbents who do not meet the criteria for payment in Range B.
 Range B: \$3658 - \$4445 per month. This range shall apply to incumbents who have satisfactorily completed one year performing the duties of an Assistant Medi-Cal Eligibility Analyst, Range A; or who have met the alternate range criteria for this classification.

POSITION DESCRIPTION: Under supervision, the Assistant Medi-Cal Eligibility Analyst performs consultative and advisory assignments; analyzes and evaluates Federal law and policy for development of State and local operations, procedures, and systems to be implemented at the county level. The Assistant Medi-Cal Eligibility Analyst determines the impact on county welfare departments, including automated and manual systems, equipment, budgeting, staff support, forms development, benefit issuance, and training. The Assistant Medi-Cal Eligibility Analyst provides training to county staff on policies and procedures; integrates State policies and procedures with the county welfare departments' policies and procedures for application among the counties manual and automated systems, as well as the State's automated systems.

Positions exist with the Department of Health Care Services in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Education: Equivalent to graduation from college. (Registration as a senior at an accredited institution will provide for admission to the examination, but applicants must produce evidence of graduation or

its equivalent before they can be considered eligible for appointment.) (Qualifying experience may be substituted for education on a year-for-year basis.) **And**

Experience: One year of experience supervising professional staff in the performance of eligibility determination for public assistance or family support case work in Medi-Cal or a combination of Medi-Cal and one of the following county programs: AFDC, Food Stamps, and CMSP.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Principles, practices, and trends of county and local government administration, management, and supportive staff services.
2. County and local government function and organization including budget preparation, internal policies, and local community resources.
3. Methods, techniques, and systems used for county eligibility determination.
4. County record-keeping processes, case review, and quality assurance practices.

Ability to:

1. Research and analyze specific eligibility information contained in county case records.
2. Interpret county eligibility information and communicate this information understandably to others.
3. Recognize policy conflicts at the county level and develop solutions.
4. Gain and maintain confidence and cooperation from county management and administrative staff.
5. Consult with and advise administrators or other interested parties on county program administrative issues.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into a departmental open list established for use by the Department of Health Care Services in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits will be granted in this examination since it does qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379